

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF RESOURCES COMMITTEE OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall on Wednesday 11th February 2026 at 7.30pm

Councillors present: - B Jancovich, S Martin, A Hollis, S Press, A H Greenwood, T Hanley, L Thorpe, and R Rea.

Officers: Ms N Crewe (Town Clerk), & Ms N Pugh (Deputy Clerk & RFO)

Members of the Public: 0

<p>2025(RC)087</p>	<p>1. Apologies for Absence To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed.</p> <p><i>Apologies were received from Cllrs M Carrigan, D Hancock, P Taylor, D Skelton, K White,</i></p> <p>Proposed by Cllr A Hollis Seconded by Cllr R Rea Approved</p> <p>Resolved: <i>That the apologies of Cllrs M Carrigan (Family Commitment), D Hancock (Family Commitment), P Taylor (Health Reasons), D Skelton (Health Reasons), K White (Health Reasons, and their reasons for absence are accepted.</i></p>
<p>2025(RC)088</p>	<p>2. Declarations of Interest To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p><i>Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member, with a disclosable pecuniary interest, to leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p><i>No declarations have been received.</i></p>
<p>2025(RC)089</p>	<p>3. Public Participation To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p><i>Note: No resolutions can be under public participation.</i></p>

	<i>No public requested to speak</i>					
2025(RC)090	<p>4. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960 To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>Proposed by Cllr S Martin Seconded by Cllr T Hanley <i>Approved</i></p> <p>Resolved: <i>That Item 20 is taken as a private item in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</i></p>					
2025(RC)091	<p>5. Minutes – For decision To approve the minutes of the Resources Committee meeting held on 14th January 2026.</p> <p>Proposed by Cllr S Press Seconded by Cllr A Hollis <i>Approved</i></p> <p>Resolved: <i>That the minutes of the Resources Committee meeting held on 14th January 2026 be accepted as a true record and the Chair be authorised to sign as such.</i></p>					
2025(RC)092	<p>6. Financial Summary – Information only To receive a financial summary and detailed income and expenditure as of 3rd February 2026.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">6a Financial Summary</td> <td style="width: 50%; text-align: center;">6b EMRS Summary</td> </tr> <tr> <td style="text-align: center;">6c Balance Sheet</td> <td style="text-align: center;">6d Detailed income & Expenditure</td> </tr> </table> <p>Proposed by Cllr A H Greenwood Seconded by Cllr A Hollis <i>Approved</i></p> <p>Resolved: <i>That Members received the items en block with thanks to the Council Officers for these documents.</i></p>		6a Financial Summary	6b EMRS Summary	6c Balance Sheet	6d Detailed income & Expenditure
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2025(RC)093	<p>7. Grant Feedback – Information only To receive feedback from grants awarded as per the Councils Policy.</p> <p>Proposed by Cllr T Hanley Seconded by Cllr S Press <i>Approved</i></p> <p>Resolved: <i>That the feedback provided by Music for the Many for their grant of £3000 for the Pennine Guitar Festival was noted and accepted.</i></p>					
2025(RC)094	<p>8. Policies – Decision Required To receive a draft Policies for consideration to recommend to Full Council for approval.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">8a Data Retention Policy</td> <td style="width: 50%;">8b FOI Publication Scheme & Guide Policy</td> </tr> <tr> <td>8c Information Technology Policy</td> <td>8d Privacy & GDPR Policy</td> </tr> </table>		8a Data Retention Policy	8b FOI Publication Scheme & Guide Policy	8c Information Technology Policy	8d Privacy & GDPR Policy
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	<p>Proposed by Cllr S Martin Approved</p> <p style="text-align: right;">Seconded by Cllr L Thorpe</p> <p>Resolved: That Members noted Policy in Item 8a, 8b, 8c and 8d and approved them en block to be recommended to Full Council.</p>
2025(RC)095	<p>9. Standing Orders - Decision required To review Standing Orders and consider recommending to Full Council for adoption for 2026/27.</p> <p>Proposed by Cllr L Thorpe Approved</p> <p style="text-align: right;">Seconded by Cllr B Jancovich</p> <p>Resolved: That Members noted the Standing Orders and recommending the 2025/26 Standing Orders to Full Council for approval and that the new ones are to be reviewed in detail and the feedback given to the Town Clerk as soon as possible. That's the updated Standing Orders are to be brought back after the edits from the feedback are made for the April or May Resources Committee meeting at the latest.</p>
2025(RC)096	<p>10. Financial Regulations - Decision required To review Financial Regulations and consider recommending to Full Council for adoption for 2026/27.</p> <p>Proposed by Cllr L Thorpe Approved</p> <p style="text-align: right;">Seconded by Cllr S Martin</p> <p>Resolved: That Members noted the Financial Regulations and approved it to be recommended to Full Council.</p>
2025(RC)097	<p>11. Corporate Risk Register - Decision required To review Todmorden Town Council's Corporate Risk Register and consider recommending to Full Council for adoption for 2026/27.</p> <p>Proposed by Cllr S Martin Approved</p> <p style="text-align: right;">Seconded by Cllr A Hollis</p> <p>Resolved: That Members noted the Corporate Risk Register and approved it to be recommended to Full Council.</p>
2025(RC)098	<p>12. Financial Risk Register - Decision required To review Todmorden Town Council's Financials Risk Register and consider recommending to Full Council for adoption for 2026/27.</p> <p>Proposed by Cllr R Rea Approved</p> <p style="text-align: right;">Seconded by Cllr S Martin</p> <p>Resolved: That Members noted the Financial Risk Register and approved it to be recommended to Full Council.</p>
Cllr Rea departed at 8.15pm	
2025(RC)099	<p>13. Scheme of Delegations and Committee Terms of References - Decision required To review TTC's Scheme of Delegations and Committees Terms of Reference and consider recommending to Full Council for adoption for 2026/27.</p>

	<p>Proposed by Cllr A H Greenwood Approved</p> <p>Seconded by Cllr S Press</p> <p>Resolved: That Members noted the Scheme of Delegations and Committee Terms of References and approved it to be recommended to Full Council with minor edits to page 9.</p> <p>That the Staffing Committee review the Staffing Committee review their Terms of Reference.</p>
2025(RC)100	<p>14. Internal Controls Policy - Decision required To review TTC's Internal Control and consider recommending to Full Council for adoption for 2026/27.</p> <p>Proposed by Cllr S Martin Approved</p> <p>Seconded by Cllr L Thorpe</p> <p>Resolved: That Members noted the Internal Controls Policy and approved it to be recommended to Full Council.</p>
2025(RC)101	<p>15. Reserves & Treasury Management Policy - Decision required To review TTC's Reserves & Treasury Management Policy and consider recommending to Full Council for adoption for 2026/27.</p> <p>Proposed by Cllr L Thorpe Approved</p> <p>Seconded by Cllr S Martin</p> <p>Resolved: That Members noted the Reserves and Treasury Management Policy and approved it to be recommended to Full Council.</p>
2025(RC)102	<p>16. Request to Consider Installation of a Litter Bin - Decision required To receive a request from Cllr A H Greenwood considering the installation of a litter bin.</p> <p>Proposed by Cllr Approved</p> <p>Seconded by Cllr</p> <p>Resolved: That the Town Clerk sends a letter to CMBC on behalf of Todmorden Town Council to request a bin is installed adjacent to the Town Council bench, which is next to Zion Baptist Graveyard opposite Brown Birk Street and that a copy of the letter is sent to the CMBC Ward Councillors.</p>
2025(RC)103	<p>17. Assertion 10 Compliance To inform members of Assertion 10 requirements and consider recommendations for Full Council.</p> <p>Proposed by Cllr S Martin Approved</p> <p>Seconded by Cllr L Thorpe</p> <p>Resolved: That the Resources Committee recommend to Full Council to endorse the proposed phased approach to achieving full compliance with AGAR Assertion 10 by 31st</p>

	<i>March 2027, and notes that Officers will report back to Members as work progresses and as further information becomes available.</i>
2025(RC)104	<p>18. Update on Outstanding Work Projects – Information only To receive an update of project work outstanding for the Town Clerk.</p> <p>Proposed by Cllr L Thorpe Seconded by Cllr T Hanley <i>Approved</i></p> <p>Resolved: <i>Members received and noted the information provided by the Clerk with thanks.</i></p>
2025(RC)105	<p>19. Date of the next committee meeting To note the date of the next Meeting of the Resource Committee will be the 11th March 2026 commencing at 7.30pm.</p>
<p>Private and Confidential Items</p> <p><i>Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.</i></p>	
2025(RC)106	<p>20. Grounds Maintenance Tender – Decision required To receive an update and review the presented for a Grounds Maintenance Tender and consider recommendation to Full Council for approval.</p> <p>Proposed by Cllr L Thorpe Seconded by Cllr A Hollis <i>Approved</i></p> <p>Resolved: <i>That the Committee recommend the new Grounds Maintenance Tender to Full Council for approval.</i></p>
<i>Meeting closed at 8.30pm</i>	